

**Community Preservation Committee
Meeting Minutes
February 29, 2016**

In attendance were:

Andrew Bengtson
Mike Cayer*
David Levy*
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone
Eric Helmuth
Richard Murray

Also in attendance:

Eve Margolis

*Denotes those not in attendance

- **Meeting Minutes** – Public meeting minutes are not ready for review. February 22nd meeting minutes approved unanimously.
- **Schedule**- To discuss the Open Space and Recreation projects and the Historic Preservation projects. To discuss Housing on Wednesday. Issues with the Housing Authority proposal: different parts of this application can't be funded by CPA. Laura Wiener is working with John Griffin to fix the proposal and provide more detail.
- **CPA Funds**: Should still be about \$1.8M in funds.
- **Project Discussion:**
 - Old Schwamb Mill
 - JoAnn Robinson: Proposal was done well and she recommends it for funding. They covered the maintenance question well.
 - Eric Helmuth: Letters of support are strong.
 - Clarissa Rowe is on the Board of Advisors for this organization so she will recuse herself from the vote.
 - Andrew Bengtson: The shingles are falling off and this project will protect the asset. Is the cost reasonable? It was a verbal estimate and they should have a written estimate.
 - Eve Margolis to ask for a written quote from OSM for the presentation.
 - Jason Russell House
 - This is a well-defined project but the budget is unclear. The quote does not include the full work.
 - JoAnn Robinson: They are also trying to obtain Mass Preservation Project Funds for this project. This amount is included in the total.

- The Trust is not sure they will get to work with the Consultant named in this proposal but they will at least work with someone from the same firm. Clarissa Rowe would like a historic structural engineer for the project.
 - Andrew Bengtson: Thinks the project seems light and this is tough work. How would it be stabilized? That part was unclear. However, it is a good application and the building needs to be maintained.
 - JoAnn Robinson will ask for more information on this.
 - Eric Helmuth asked about the process for accepting projects that are contingent on other grants. The group maintained that the funds would not be given if the other grant does not come through.
 - Historic Preservation of Municipal Buildings
 - Leslie Mayer: Outcome of the study and what properties are included are unclear. What is the deliverable/scope of the project?
 - JoAnn Robinson: The project is for Town owned buildings/properties. The 22 buildings should be listed in the application. The estimate for the project was taken from the City of Newton survey.
 - Clarissa Rowe will get in touch with Adam Chapdelaine to discuss questions regarding a project manager for these types of projects.
 - JoAnn Robinson: This could be phase 1 of 3, for example the next phase would include open space projects.
 - Leslie Mayer: Suggests using this application as a letter of intent.
 - The committee discussed project management for this and similar projects.
 - Whittemore Robbins Carriage House
 - The Carriage House is under the jurisdiction of HHS.
 - This project should have a project manager.
 - Charles Tirone: Evaluated the building and he doesn't think the estimate is accurate. It will likely cost a lot more to complete and the plan needs more detail. The walls and floors are rotted and there will likely be unforeseen issues. Thinks there should be 2 phases of this project. First the assessment of the building and second to stabilize it.
 - Andrew Bengtson and Charles Tirone will review the building and talk about a budget they believe is more accurate. Charles will provide a suggestion for phase 1 and 2.
 - At this time the building is used for storage.
- **Plans for Wednesday:** Discussion of open space (7pm) and housing projects (8pm). Should take about 2 hours. Committee discussed education leading up to Town Meeting.
 - Discussion of presentation boards – what they will be used for. Are slides and handouts ok?
 - **Meeting adjourned.**